

# John Doe

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## EDUCATION

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**University of Maryland, College Park - Cumulative GPA: 3.66**

Major: Bachelor of Science, Economics & Mathematics

Minor: Business Analytics

College Park, MD

Expected Graduation: May 2019

## EXPERIENCE

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**Federal Reserve Bank of New York, Research and Statistics Group**

*Microeconomics Summer Analyst*

New York, NY

June 2018 – Present

- Work with Equifax dataset, a time-series dataset representative of 30% of U.S. jobs, to determine its usefulness in future research projects
- Used Stata to aggregate individual observations in the dataset, then compared said aggregated results to already existing macroeconomic measurements (JOLTS, BLS, and NSA data)

**Federal Reserve Board of Governors, Division of International Finance**

*Research Intern*

Washington D.C.

June 2017 – August 2017

- Extract flow of funds data on selected EU countries and emerging markets, reshaping the data through the use of both R and Microsoft Excel to create a dataset from which future research projects will be conducted
- Assist in the creation of a syndicated loan vending market database, conjoining previously unmatched data from the Shared National Credit Program (SNC), Thomson Reuters Dealscan, and Compustat

**University of Maryland, Department of Economics**

*Research Assistant*

College Park, MD

Mar 2017 – June 2017

- Gather data from National Archives in College Park on the National War Labor Board, specifically policy regarding wage stabilization during the early 1940s

**United States Department of Agriculture – Agricultural Research Services**

*Grants & Agreements Intern*

Beltsville, MD

Jan 2017 – May 2017

- Researched current government cooperative agreements/grants between ARS, ERS, and the accompanying research institution
- Cross-referenced data nodes within ARIS/AIMS database with quarterly budget reports within Microsoft Excel spreadsheets to identify and execute un-fulfilled agreements
- Maintained both the internal Axon department-based webpages and external publicly accessible website

**University Career Center & The President's Promise**

*Peer Career Educator*

College Park, MD

Aug 2016 - Present

- Advise and meet with students to provide career development assistance, including resume and cover letter reviews, in addition to hosting a minimum of 2 workshops per semester
- During the 2017-18 academic year, completed the highest number of assistance appointments (163), with 96% of said students being fulfilled from their experience

**University of Maryland – Department of Resident Life**

*Resident Assistant*

College Park, MD

May 2017 – Present

- Facilitate the development of a community for 50+ residents through the coordination and planning of events, development of passive programming, and creation of active programs
- Ensure Office of Rights and Responsibilities rules are being followed by residents through weekly duty rounds
- Serve as a resource to students, linking them to resources around campus that are capable of helping them solve potential issues

## LEADERSHIP & PROFESSIONAL DEVELOPMENT

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**Economics Association of Maryland**

*President*

College Park, MD

Aug 2017 – May 2018

- Developed a bi-weekly events calendar for the year, including resume workshops, coffee chats with faculty, and Q&As with guest speakers
- Increased club savings by 53% through the planning of innovative fundraisers
- Organized weekly executive board meetings, in which assignments were assigned to board members
- Serve as liaison between the student organization and faculty within the Economics department to identify most relevant events for students

- Identify new methods of communications to market events to students, thus increasing total annual event attendance by 45% since beginning of tenure

### **College Success Scholars**

*Executive Board Chair*

College Park, MD  
Aug 2016 – May 2018

- Restructured organization and created clear reporting lines, then pitched tentative changes to director and senior staff members
- Individually lead a 17 member executive board, supervised them through weekly check-ins
- Introduced accountability measures to ensure projects were being completed in a steadfast manner
- Designed and oversaw the timely execution of semester projects, including planning of registration and professional development workshops, aggregation of potential career opportunities into an easily accessible database, and creation of a survey to identify program improvements

### **University Student Judiciary**

*Student Honor Council Member*

College Park, MD  
Dec 2015 – Present

- Collaborate with 3-4 faculty members and peers on honor review boards to adjudicate decisions regarding student responsibility and sanctioning during violations of university policies
- Educate the campus community on the importance of academic integrity through a minimum of 2 A.I. class presentations per semester, in which groups of 20-50 freshman students are introduced to university student conduct policies

### **I Can Do That Project**

*Mentor*

Hyattsville, MD  
Sep 2015 – Oct 2017

- Serve as a mentor and tutor to 3-5 participants in a weekly Saturday college preparatory program
- Provide mentoring, academic support, leadership, diversity awareness, public speaking, and life skills workshops to students at Northwestern High School in Prince Georges County Maryland

**Other Affiliations:** College Park Scholars – Justice & Legal Thought Program, Ethiopian-Eritrean Student Association, Promoting Achievement and Diversity in Economics (PADE)

## **OTHER SKILLS**

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**Computer:** Microsoft Applications (Excel, Word, PowerPoint, Outlook, & Access), SAS, Matlab, and R